

STANDING ORDER NO. 1: COMMANDING OFFICER NOTIFICATION

1. Purpose. To establish requirements to notify the Commanding Officer of situations requiring his immediate attention.

2. Applicability. This standing order is applicable to all personnel who work for Naval Station and any of its departments, including Regional Program Departments. Port Operations Program Departments on other installations are considered to be part of Naval Station for purposes of reporting under this order.

3. Action

a. Personnel acting in their official capacity are my direct representatives. Be professional and vigilant. Ensure I am informed promptly of any situation requiring my immediate attention. I will never criticize anyone for bringing any situation to my attention. At a minimum, I expect to be called immediately (day or night) concerning any of the following situations, by the affected department head during working hours, and by the CDO at any time:

(1) Operational matters:

(a) Any situation where Naval Station Norfolk must deny or cannot provide services to any customer or where a Flag Officer or Commanding Officer is unhappy with the service provided or actions taken by NAVSTA personnel (including Regional Program Departments).

(b) Closure of the airfield runway or reduction in its capability, whether due to weather, runway damage or repairs, or equipment failure.

(c) Failure of mission-critical equipment (lighting, radios, air traffic radar, duty tugs, etc.) at any Regional Port Operations facility, or at Chambers Field.

(d) Any other situation involving possible press interest or requiring submission of an OPREP-3 or UNIT SITREP.

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(e) Request for permission to handle ordnance, move/transfer fuel, or pump waste oil or oily waste at any pier after dark, with the exception of FISC fueling operations at Craney Island.

(f) Upon relief of the CDO on weekends and holidays.

(2) Installation/Property concerns:

(a) Damage to Naval Station property (including an actual fire) or damage done by Naval Station assets (tugs, vehicles, etc.) to private or government property.

(b) Weather: development or forecast of potentially destructive weather (sustained winds over 25 knots and/or gusts over 35 knots, icing conditions, or heavy rain that might lead to local flooding).

(c) Environmental: environmental issues, particularly an oil spill of any size in the water, or of significant size on the land, a HAZMAT spill, or a radiological or biohazard incident.

(d) Security: serious law enforcement incidents (felonies, fights, or violent crimes) committed on the station, or Norfolk police response to a law enforcement incident on the Station.

(e) Bomb threats/suspicious packages anywhere on Naval Station.

(f) Changes in DEFCON/FPCON/OPEN SKIES, or receipt of BLUE DART messages.

(g) Aircraft emergencies requiring an arrested landing or which may result in damage to the aircraft or injury to personnel.

(3) Personnel matters:

(a) Serious injury or death of any Naval Station crewmember (including those in Regional Program Departments), on or off duty.

(b) Any serious injury or death on board Naval Station (including afloat units, tenant commands, and "outlying" areas).

(c) AMCROSS action messages involving any Naval Station crewmember. Inform me of AMCROSS for personnel in Regional Program Departments only if the regular chain of command for such individuals cannot be reached or are unable to assist.

(d) Naval Station crewmembers accused of or arrested for serious crimes, whether on the Station or in the community.

(e) Incidents potentially embarrassing to any officer in command or Flag Officer.

(f) Unexpected arrival of press or of a flag officer (or equivalent) visitor.

b. Leaving a message on my home answering machine or sending an e-mail to me does not constitute "notifying the Commanding Officer" for the purpose of this Standing Order. If you cannot reach me directly, leave the phone message, send the e-mail if appropriate, use my cell phone, and then contact the Executive Officer immediately for instructions on how to proceed.

STANDING ORDER NO. 2: INSTRUCTIONS TO THE COMMAND DUTY OFFICER

1. Purpose. To inform all CDO's of my requirements for proper standing of their watch at Naval Station Norfolk and to publish minimum requirements for CDO qualification (Attachment 1).

2. Policy. As my direct representative, the CDO is entrusted with significant responsibilities and with the authority to fulfill them.

a. To carry out these responsibilities, CDO's will maintain first-hand knowledge of what is occurring at Naval Station and remain on the Station; must be knowledgeable of directives outlining the course of action to take in emergencies; must know how to assume the function of On-Scene Commander in serious situations until the Executive Officer or I arrive; and must ensure that the Executive Officer and I are kept informed. During the duty day, the duties and tasks of the CDO are to take priority over performance of the watchstander's regular duties.

b. As CDO, you are my direct representative and are expected to take immediate action when necessary to resolve and respond to situations. You have authority to direct all personnel under Naval Station command in order to carry out these duties. Advise me immediately if anyone declines to follow your direction. In urgent situations if you cannot reach me, and if the Executive Officer is not available, then take action in accordance with your own best judgment. This includes making initial reports for an OPREP-3, or UNIT SITREP incident. In these cases, inform me as soon as possible afterwards of your actions. Never hesitate to call the Senior Watch Officer or any other qualified CDO for assistance.

3. Action. At a minimum, CDO's will:

a. Review the PDL, ships present list, ship and aircraft movement schedules, weather forecasts, VIP visitor schedules, security desk journal, Port Ops Duty Officer report, RAM schedules, and action message binder prior to assuming the watch. Review and initial that you have re-read and understand the Standing Orders, SITREP formats and Pre-planned Response Manual monthly.

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b. Visit as much as possible of Naval Station and its key watch stations each duty day, to ensure that our standards of appearance, watch standing, service delivery, and good order and discipline are being followed. Visits should include:

(1) A minimum of three permanent-party barracks, outside of regular working hours.

(2) Sewells Point Precinct and Waterfront Security Operations Center in the early morning to determine if anything unusual is expected to take place over the upcoming day.

(3) Air Operations and Port Operations to review with the Duty Officer at each place the status of planned ship and aircraft movements, condition of yard and service craft and airfield equipment, and preparation for upcoming events and forecasted weather.

(4) A drive-around tour of the entire Naval Station, including family housing areas and nearby outlying properties but excluding Craney Island and the Deperming Station. This drive-around may be done in segments during the course of the duty day. Both the CDO and ACDO should do separate drive-arounds.

(5) Either CDO or ACDO shall go to the galley to sample a meal and to fill out a critique on that meal at lunch and dinner times.

(6) All principal points of customer service, specifically including the Pass and ID Office, BQ Central Assignments, the Air Terminal and LP-1.

(7) A drive-around tour of Willoughby Housing.

c. Read all message traffic addressed to Naval Station periodically throughout the duty period and ensure necessary action is taken on action traffic of PRIORITY or higher precedence. Be particularly attentive to ensure that prompt action is taken on such messages that come in after regular working hours or on weekends.

d. Be alert to weather conditions. Take appropriate precautions in the case of forecasted or actual high winds or waves, or icing conditions. After conferring with the Port Operations Duty Officer, call in standby or contract tugs as necessary to support safety of ships and floating assets in the event of high winds or seas. Keep vulnerable parts of the Station, particularly deperming, informed of adverse weather forecasts. Alert NAVFAC, if in your estimation, standing road water may turn into black ice due to a forecasted overnight freeze.

e. Act as On-Scene commander for any emergency situation until relieved.

f. Ensure that Naval Station is kept clean, by tasking the Special Ops Division or appropriate tenant or afloat command to take immediate action to clean any area that is dirty or littered.

g. Take care of Navy people. Ensure that those who are lost or stranded have a place to stay and something to eat; and that those who are victims of sexual assault, domestic violence, or other violent crimes have medical care, shelter, counseling and protection from their accused assailant. If the parent command of an individual needing assistance cannot be reached or does not take appropriate action, ensure that Naval Station assets (including Family Services, Chaplain, SAVI and others) are mobilized to deal with the situation and advise me.

h. Proceed to the scene of any reported oil or HAZMAT spill and ensure immediate action is taken to isolate and contain the spill followed by whatever action is appropriate for cleanup and reporting. Ensure that any required reports are made to higher authority, and that these reports are made by the unit responsible for the spill if such responsibility can be readily determined.

i. Utilize Attachment 2 as a Watch Turnover Guide.

5. Commanding Officer Approval. The following actions require approval by the Commanding Officer or Acting Commanding Officer and may not be authorized by the CDO without this approval:

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- a. Search of a person or place based on probable cause.
- b. Movement of ordnance, refueling, or pumping of oily waste or waste oil at any pier after dark with the exception of FISC fueling operations at Craney Island.
- c. Calling up the Auxiliary Security Force.
- d. Denial of services requested by a Commanding Officer or Flag Officer.

STANDING ORDER NO. 2
Attachment 1

Subj: COMNAVREG MIDLANT CDO POLICY (Draft)

1. Purpose. To provide Installation Commanders with broad guidance and to promulgate Regional Commander's expectations in ensuring Mid-Atlantic Region is uniformly represented by fully qualified and professional Command Duty Officers (CDO).

2. Discussion. The Command Duty Officer is the Installation Commander's direct representative responsible for the effective execution of the operational and administrative aspects of the Installation's mission. Recent new security concerns and requirements have risen to the forefront in the day-to-day operations of our installations. As such, the CDO is the focal point around which rapid decisions are made and information is processed, up and down the chain of command. Today's CDO's must not only be familiar with traditional daily routine issues, but a myriad of Anti-terrorism/Force Protection (ATFP) policies and procedures. The combination of such broad responsibilities dictates that installation CDO's must be qualified, trained, current, and proficient.

3. Responsibility. In order to ensure a recognized standard is maintained throughout the region, Installation Commanders will adhere to the following guidance in qualifying and maintaining your CDO force.

CDO QUALIFICATIONS

a. CDO candidates must be E-8 or above and warfare qualified.

NOTE: Since not all ratings/designators allow for an opportunity to obtain a warfare qualification, this provision may be waived on a case-by-case basis.

b. Once qualified, CDO's will remain on the watchbill for no less than six months.

NOTE: If sufficient numbers of watchstanders are available, a six month rotation scheme may be used.

c. Complete a thorough indoctrination process under the Senior Watch Officer's (SWO) guidance to include at a minimum:

(1) Requirements indoctrination and JQR completion goal from SWO.

(2) Satisfactorily complete JQR in prescribed time. If unsuccessful, circumstances that prevented completion must be reported to the Commanding Officer.

(3) Stand a minimum of four under instruction watches.

(4) Develop a thorough knowledge of all Standing Orders and Pre-planned responses applicable to the installation.

(5) Draft at least one of each routinely required report (simulated or actual) to include UNIT SITREP, OPREP 3, Violent Crime and Oil Spill (may be contained within JQR).

d. Complete a qualification process which includes:

(1) Pass a written and/or oral exam administered by the SWO.

(2) Pass Commanding Officer's oral board.

CDO WATCH FREQUENCY

e. Unlike an underway watch at-sea, the installation tactical picture does not normally change on a frequent basis. Nonetheless, situational awareness and watch standing proficiency do deteriorate with significant time between watches. Installation Commanders must remain aware of CDO watch rotation using the following guidance when approving watch rotations:

(1) CDO's should stand one watch every two weeks. If that minimum is not maintained, the SWO will ensure the watch stander is given a review brief covering any significant changes

to policy or procedures, as well as other events or personnel changes that may have occurred prior to standing the next watch.

(2) If a CDO has 30 days or more between watches due to leave or TAD, the SWO will schedule the watch stander for an under-instruction watch prior to scheduling the watch stander for a CDO watch.

(3) The Commanding Officer will be notified and approve of such deviations.

f. Commanding Officers are ultimately responsible to ensure that those qualified, as CDO's are ready in all respects to represent the Command under any circumstances. As all installations differ, Commanding Officers must further ensure their respective CDO's are sufficiently supported with additional watch standers (ACDO/OOD/MOOW) as the particulars of the installation dictate. Above all, there is no replacement for the Commanding Officer's personal interaction with CDO's on a daily basis.

STANDING ORDER NO. 2
Attachment 2

Date: _____

CDO REPORT/TURNOVER SHEET

- a. Reviewed the following directives prior to assuming the watch:

Daily	Int	Monthly	Int
Pass Down Log		CO's Standing Orders	
Classified Read Board		SITREP Formats	
Action Message Binder		Pre-planned Response Manual	
Ship Movement & Special Evolution Schedule			
Weather Forecast			
VIP Movements			
RAM Schedule			

- b. Visited and received brief from the following Duty Officers.

Port Operations/SWO	_____
Security Watch Commander	_____
Air Operations	_____
NAVFAC General Foreman	_____
ROC	_____
WSOC	_____

- c. Force Protection:

- (1) Current Threat Condition:
- (2) Any anticipated changes in next 24 hour:
- (3) ATFP issues or incidents during your watch:

- d. Air Operations:

- (1) Incidents or change to operational readiness with ETR:

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(2) VIP visits in the 24 Hours:

e. Oil Spills:

Reporting Command

DTG

f. SITREP's sent: _____ Next SITREP Sequence Number: _____

g. Fueling and Weapons movement evolutions:

h. Destructive Weather Advisories (Give details if predicted weather indicates possible impact to NAVSTA):

i. Emergency Service Calls:

j. Incidents/Remarks (Provide details of significant events of the day):

k. Significant events in the 24 Hours:

Very respectfully,

STANDING ORDER NO. 3: EXPECTATIONS OF DEPARTMENT HEADS

1. Purpose. To establish guidance on the relationship between the Commanding Officer and the heads of departments.

2. Applicability. This standing order applies to all Department heads reporting to the Commanding Officer of Naval Station, including those departments that are Regionalized Programs subordinate to another Commanding Officer as their Program Manager. My Port Operations Officers on installations other than Naval Station are to support and inform their Installation Commanders (IC) in accordance with this guidance and as directed by that Commanding Officer.

3. Policy. As the Installation Commander for Naval Station, I am responsible for integrating the efforts of all departments on this installation in support of accomplishing the command mission of fleet and tenant support and taking care of Sailors. I am further charged by Navy Regulations, the Regional SORM, and other directives with responsibilities for maintaining good order and discipline, civic relations, safety, security, and emergency response capability throughout the installation. I have the authority to direct all personnel on the installation as required to meet these responsibilities.

4. Action. The senior person in each mission-area or Program Department on Naval Station reports for primary duty (PRIDU) to his or her Program Manager (PM) as Commanding Officer, and reports on an additional duty (ADDU) basis to me as the IC. All departments of Naval Station (UIC 62688): Port Ops, Business Office, Public Affairs, Admin, Legal, Chapel, Navy Exchange, and Special Ops/Disaster Prep report to me for primary duty. In order for me to meet my responsibilities as IC, I require the actions or information listed below from all Naval Station Department Heads, regardless of whether they are ADDU or PRIDU. I expect that ADDU Program Department Heads keep their PM informed in parallel with any information provided to me; do not count on me to forward such reports to your PM on your behalf.

a. Keep me promptly informed should any of the unusual events listed in Standing Order #1 occur within your department. Do not assume that all such notifications will be made by the CDO.

b. Advise me prior to announcing or implementing any change in operating hours, fees, rules, or types of service delivered to customers by your department, and prior to denying a service requested by a customer Commanding Officer. This also includes any actions by your department that could be perceived by the neighboring civilian community in a negative light.

c. Personally attend all of my weekly and any emergency staff "roll-call" meetings, sending a senior subordinate if you are on leave or TAD, or (with prior approval by the XO) on the rare occasion when other events do not permit your own attendance.

d. Provide me with a regular (no less than monthly) summary of significant events, accomplishments, customer issues, manning or budgetary problems that may affect service delivery, and facility conditions within your department. This may be done via email or in person with Executive Officer and Command Master Chief as appropriate. Keep in mind that I update CNRMA weekly. If you have a rapidly developing issue of regional interest, more frequent updates are appropriate.

e. Inform me in advance of all outside inspections or investigations of your department, and invite me to all inspection inbriefs and outbriefs.

f. Inform me of any current and future requirements for repair or construction of facilities on Naval Station for your department or mission area, and keep me informed of the status of any ongoing projects for repair or construction of your facilities.

g. Provide personnel as requested for installation-wide general support duties, emergency response, public event staffing, and watch standing, and allow and encourage your people to participate in those community-support, social, and charitable activities organized on a station-wide basis. Consult with SWO, XO or myself as appropriate prior to approving leave or TAD or finalizing performance evaluations on those personnel who are on my installation watchbill or are TAD to me for general support duties.

h. Maintain your interior spaces and exterior grounds areas in a clean, sharp-looking condition that reflects credit upon the overall installation.

i. Ensure that your military personnel maintain a sharp, well-groomed appearance and high standards of personal conduct; and that all of your personnel who deal with customers do so with courtesy, competence, and professionalism.

j. Ensure that your military personnel receive professional, competent advice and support for their needs in "people programs" such as career counseling, DAPA, PRT, CMEO, legal, and urinalysis. Because Naval Station is staffed to deliver all these services locally for all program personnel, this local service should be used as the first choice.

k. Promptly inform me of concerns and suggestions concerning quality of life support for your personnel, whether in the workplace or off-duty onboard the station.

l. Ensure that information I put forward which is of installation-wide interest is passed along promptly to all of your people, military and civilian. I expect the Naval Station Plan of the Week and the Flagship Naval Station page to be made available to all hands.

STANDING ORDER NO. 4: GOOD ORDER AND DISCIPLINE

1. Purpose. To summarize Naval Station Norfolk's policy on a variety of issues affecting good order and discipline.

2. Applicability. This Standing Order is applicable to all personnel who are under the direct command of the Commanding Officer of Naval Station Norfolk, including those in Port Operations on other installations.

3. Leadership. The enforcement of Navy standards begins with effective positive leadership. Officers, warrant officers, chiefs and other petty officers, and civilian supervisors are expected to set the example of integrity, competence, motivation and personal appearance. Under Article 1034, U. S. Navy Regulations, the senior officer present at the scene of circumstances in which persons in the naval service are involved, and the exercise of naval authority is necessary, shall assume command and take action necessary until relieved of this responsibility. All persons in the naval service shall render prompt assistance and obedience to anyone senior in rank or position to them engaged in enforcing Navy Standards and core values.

4. Lawful Orders. All Naval personnel have the right to exercise authority over all subordinates and the obligation to obey readily and strictly and to execute promptly the lawful orders of their seniors in rank or position. Authority includes the right to direct the action of others by oral or written order. Orders must be lawful and not characterized by arbitrary capricious conduct or by abusive language. They must also be clearly understood.

5. Appointed Place of Duty. Naval Station Norfolk personnel should be informed by their chain of command and remain aware of their appointed place of duty at all times and unless properly excused by competent authority shall report there when required. Supervisors will ensure subordinates are properly informed of their place of duty and that appropriate corrective action is taken should someone fail to show at their appointed place at the appointed time. A "sight muster" will be held daily (duty section personnel only on weekends and holidays) to account for all Naval Station Norfolk personnel and assigned Transient

Personnel Unit "job account" personnel. In addition to this muster, all military personnel at Naval Station Norfolk will be regularly assembled by their division officer at a formal quarters for inspection of their military appearance and instruction on command events, policies, and information. "Regularly" means no less than three times per week for those on a normal work rotation and no less than once per week for those on night or other unusual shift rotations.

6. Violations of the UCMJ. Article 1137, U. S. Navy Regulations, obligates persons who obtain knowledge of an offense under the UCMJ to report this information to a superior authority as soon as possible, except when such persons are themselves involved in such offenses. Civilian employees should report violations of military regulations and departures from good order to the first military person above them in their chain of command. Minor offenses reported to the chain of command should be screened for appropriate disposition and corrective action at the lowest administrative level. If the added emphasis and command attention associated with DRB and XOI or non-judicial punishment is appropriate, the case shall be forwarded to the Discipline Officer via the cognizant Department Head or Special Assistant for action using a Report of Offenses form. All instances of major criminal offenses coming to command attention must be immediately referred to NCIS and the Sewells Point Police Precinct regardless of location or independent civilian investigation. A major criminal offense is defined as one punishable under the UCMJ by confinement for a term of one year or longer.

7. Non-punitive Measures for Military Personnel

a. Non-punitive Censure. This occurs when a superior criticizes subordinates' conduct or performance of duty, either orally or in writing. It does not include, nor will it necessarily result in, adverse comments in fitness and evaluation reports. Written non-punitive censure is private in nature and will be kept a personal matter between the member and the superior issuing the non-punitive letter.

b. Extra Military Instruction (EMI). Effective assignment of EMI requires identification of the specific deficiency or shortcoming in character, personality, or knowledge, and the

subsequent assignment of tasks or training designed to correct the deficiency. Caution should be exercised to ensure assignment of EMI is related only to the specific deficiency of the subordinate. Consequently, it should always be clearly and concisely documented and signed by the person directing the EMI and the person performing it. Authority to assign EMI is delegated to the Executive Officer, and active duty military members who are Department Heads, Special Assistants, Division Officers, Leading Chief Petty Officers and the Command Duty Officer. It will not be assigned for more than two hours per day and will not be used for the purpose of depriving a member of normal liberty. It should be limited to the period of time required to correct the deficiency and consist of no more than 10 hours (when assigned by an Officer) or four hours (when assigned by a Chief Petty Officer). EMI will not be assigned on the member's Sabbath, on weekends, or on holidays.

c. Deprivation of Liberty. Liberty after normal working hours (extended by EMI if necessary) is a right, not a privilege, and may not be denied without resort to formal punitive measures under the authority of the Commanding Officer. The imposition of voluntary restraint in lieu of punitive action (keep) is an unlawful and unenforceable exercise of military authority and is prohibited.

8. Extension of Working Hours. It is perfectly legal to require military personnel to stay beyond normal working hours for work assignments that should have been completed during the normal workday, for additional mission essential work, or for operational readiness purposes. Officers, Chief Petty Officers, and Leading Petty Officers are authorized to extend working hours of their subordinates as appropriate to meet assigned duties and responsibilities, provided they inform their immediate superior when directing work beyond normal working hours. For prolonged extension of normal working hours lasting over four days, the cognizant Department Head or Special Assistant is required to inform both the Executive Officer and Commanding Officer. In addition, the Executive Officer and Commanding Officer must be informed if personnel are required, on a routine basis, to work more than 10 hours a day, or five days a week (not counting duty days).

9. Equal Opportunity. Personnel assigned to Naval Station Norfolk will be given equal opportunity for success, recognition, and responsibility based on their professional skill and performance, and will be treated with fairness, dignity, and respect. Harassment or discrimination on the basis of race, religious preference, or sex is unlawful and will not be tolerated. Any person in a supervisory or command position who uses or condones implicit or explicit harassing or discriminatory behavior to control, influence, or affect the career, pay or job of a military member or civilian employee will be punished. Any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or engages in contact of an unwanted nature with another will be considered to be engaging in illegal harassment. Individuals who believe they have been discriminated against or have had their dignity assaulted, whether military or civilian, are encouraged to address their concerns or objections directly with the person concerned as a means of direct resolution. However, persons who are subjected to, or observe objectionable behavior should promptly notify the chain of command if:

- a. The objectionable behavior does not stop; or
- b. The situation is not resolved; or
- c. Addressing the objectionable behavior directly with the person concerned is not reasonable under the circumstances; or
- d. The behavior is clearly criminal in nature.

When the chain of command is notified of any incident, prompt action to resolve the complaint at the lowest appropriate level is the mandatory response. The chain of command must also ensure that any actions taken in response to an allegation do not appear as a reprisal action to the complainant. If the person demonstrating the objectionable behavior is the direct superior in the chain of command or the chain of command condones or ignores a report, individuals are encouraged to promptly communicate the incident through other available means. For military personnel, other available means includes the Human Goals Officer, the CMEO Officer, the Command Master Chief, the Station Judge Advocate, and the Executive Officer. Civilian employees should use either the Executive Officer or the Equal

Employment Opportunity Programs Office, HRO Norfolk
Headquarters, as their alternative to the chain of command.

10. Investigations of Threats Against or Harassment of Service Members on Basis of Alleged Homosexuality. The Commanding Officer may initiate an investigation into alleged homosexual conduct only upon receipt of credible information of such conduct. The fact that a service member reports being threatened or harassed because he or she is said or perceived to be a homosexual shall not, by itself, constitute credible information justifying initiation of an investigation of the threatened or harassed service member. The report of a threat or harassment, as noted above, should result in prompt investigation of the threat or harassment itself. Before any investigation into alleged homosexual conduct is convened, the Station Judge Advocate shall be consulted.

11. Extremist/Hate Groups. Supporting or participating in extremist and hate groups is inappropriate and illegal, and will not be tolerated. Naval Station Norfolk personnel who are personally contacted by members of extremist/hate groups or who observe activities on the Station by such groups are required to promptly report the incident to the chain of command or CDO. The term "participate" includes acts or conduct, performed alone or in concert with another, such as demonstrating, rallying, fundraising, recruiting, training, organizing, or leading such organizations. It also includes subscribing to publications, or on-line services of such organizations. In accordance with OPNAVINST 1620.1A and U. S. Navy Regulations, no person in the Naval Service shall participate in any organization that:

a. Espouses supremacist causes; attempts to create illegal discrimination based on color, race, creed, sex, religion, or national origin;

b. Advocates the use of force or violence against the government of the United States or the government of any state, territory, district, or possession thereof, or the government of any subdivision therein; or

c. Otherwise engages in efforts to deprive individuals of their civil rights.

12. Fraternization. Fraternization is improper relations and social interaction, regardless of sex, between officers and enlisted, between officer members, and between enlisted members. Senior personnel must, at all times, maintain professional relationships with junior personnel to prevent the occurrence or appearance of favoritism, preferential treatment, personal gain, or other actions that undermine good order and discipline, respect for authority, or unit morale. Dating, cohabitation, and intimate sexual relations between officer and enlisted, or between enlisted members in the same chain of command, are unduly familiar and are prohibited, as are private business partnerships between officer and enlisted members. Likewise, such conduct between officer members and between enlisted members of different rank or grade would be unduly familiar and constitute fraternization if the conduct is prejudicial to good order and discipline or is service discrediting. Relationships between Chief Petty Officers and junior personnel (E-1 to E-6) that are unduly familiar and that do not respect differences in grade or rank are considered to be prejudicial to good order and discipline when they are within the same command. Reports of fraternization should be forwarded via the cognizant Department Head or Special Assistant to the Discipline Officer. Allegations regarding Officers or Chief Petty Officers in the direct chain of command, or allegations of fraternization reported, but not acted upon by the chain of command, should be forwarded directly to the Human Goals Officer, Command Master Chief, Station Judge Advocate, or Executive Officer.

13. Chain of Command. The first resource any military member in the naval service should use for any problem, personal or professional, is their chain of command. Special requests shall be submitted through the chain of command, and this chain shall handle all such requests expeditiously, taking final action on each request within three working days of when it is first submitted and informing the submitter of the action within this period of time. Requests recommended for disapproval must be forwarded promptly to the Commanding Officer, who is the final authority for disapproval. Any member of the command may request a hearing with the Commanding Officer, visit the Command Master Chief, or submit a question via the Commanding Officer's Suggestion Box for matters that they consider too personal or sensitive to discuss with their immediate chain of command.

14. Administrative Privacy. Administrative privacy pertains to any information that a reasonable person considers personal, which if unlawfully disclosed could harm their personal life, adversely impact their professional performance, or cause public embarrassment. All Sailors and civilian employees at Naval Station Norfolk are expected to protect each other's administrative privacy. The following guidelines are to be followed in protecting administrative privacy:

a. Do not share draft evaluations with the individual receiving the evaluation unless you own the final decision on the evaluation.

b. Do not share or discuss award nominations before approval.

c. Do not share, discuss, or disclose non-punitive letters, such as letters of caution and letters of instruction unless there is a need to do so in the performance of your official duties, and do not put such letters in any command serial files.

d. Do not make any written or electronic entry into the quarterdeck log, or any official logs that identifies the specific medical reason why an individual was taken to a medical facility.

e. Do not release any information about a service member concerning courts-martial, involuntary separation, or civilian court charges/conviction. Information on nonjudicial punishment shall not be disclosed, except that the member's rate (without name), offense, and punishment awarded will be published in the Naval Station Norfolk Plan of the Week.

f. Do not disclose any information that you gain concerning someone else's medical condition, family advocacy issues, recall address or phone number, or pay account status without that person's permission except to members of the person's chain of command with an official need to know.

g. Violation of administrative privacy may result in disciplinary action.

STANDING ORDER NO. 5: INSTRUCTIONS TO THE OFFICER OF THE DECK

1. Purpose. To inform all OOD's of my requirements for proper standing of their watch at Naval Station Norfolk.

2. Policy. As my direct representative, the OOD is entrusted with significant responsibilities and with the authority to fulfill them. They are responsible for the daily routine of the Quarterdeck (QD) and to maintain good order and discipline on the QD.

3. Action. At a minimum, OOD's will ensure the following:

a. He/She shall keep the CDO/ACDO informed of all pertinent events to include significant weather changes and Force Protection issues.

b. That all watch standers review the Commanding Officer's Standing Orders every month.

c. That watch standers arrive 15 minutes prior to scheduled watch time relief and conduct a thorough turnover prior to relieving the watch.

d. Maintain QD manning 24 hours a day and ensure all security procedures are adhered to IAW current FPCON. The OOD shall not leave the QD for more than 10 minutes at a time without CDO/ACDO approval and should only leave for head, smoke, or food breaks. The OOD should never leave the immediate area of Building N-26. The OOD shall ensure that the Messenger of the Watch (MOOW) knows where the OOD is at all times. The MOOW will only leave the QD at the discretion of the OOD and shall not leave the QD for more than 10 minutes without CDO/ACDO approval.

e. The television on the QD will only be used for monitoring news and weather channels, any other use is not authorized.

f. E-calls will be placed and logged in the deck log and e-call sheets, **only after CDO approval**. Status of outstanding e-calls will be obtained prior to CDO turnover.

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g. The QD will keep the CDO/ACDO informed of any calls from the Emergency Communications Center (ECC) requiring action or affecting Naval Station Norfolk.

h. The OOD will screen all incoming messages and inform the CDO/ACDO of any messages requiring action from or affecting Naval Station Norfolk or anything that will have an effect on the running and operation of the base. During normal conditions, messages will be checked every hour for possible download. During any other condition, the watch will follow the direction of current instructions and/or CDO/ACDO.

i. The OOD will ensure that colors are conducted on time and in the appropriate manner. During Thunderstorm Condition 1, colors will be postponed until directed by the CDO/ACDO. Flags will be flown per the following:

<u>Winds</u>	<u>Flag</u>
0-10 KTS	Holiday (Sunday and Holidays)
11-20 KTS	Regular
21-50 KTS	Storm
51 and above	Hurricane

j. Deck Log - A deck log will be maintained 24 hours a day. All information pertaining to Naval Station Norfolk and any information that may be used for CDO turnover shall be logged.

k. Morning Reports - Information for morning reports should be gathered by the Mid Watch and placed in the CO/XO folders, per XO/CDO direction.

l. The watch will be in the uniform of the day. Civilian clothes are not authorized on the QD.

m. The watch standers may eat and drink while on watch but must keep food in the back of the QD. Professionalism is paramount, food should be consumed discreetly and in a manner not to interfere with watch standing.

n. The OOD is responsible for the cleanliness of the QD and front of Building N-26. The MOOW of the watch will make rounds every hour to ensure cleanliness and ensure exterior doors on

the ground floor are secure and ensure that exterior lighting is secured during daylight. During precipitation, the MOOW will also check the sump pump at the rear of the building.

o. The QD provides the initial impression visitors receive when visiting the CO/XO or N26 tenants. Proper courtesy must be displayed to all who transit the QD, especially the many senior officers that frequent the building.